This page is being posted as a courtesy resource for all postsecondary institutions. Any messages that previously have been posted to the Student Transcript and Academic Record Repository (STARR) Listserv or e-mailed to staff members are here in one document.

Sent 9/7/10 to Presidents, Registrars, Academic Affairs Officers, Admissions Directors and Chief Information Officers of Public Community Colleges and Universities in the state of Michigan

SUBJECT: Postsecondary Secure Transcript and Repository Service Agreements Released

This memo is being sent to inform postsecondary institutions that the new Secure Transcript and Repository Service agreements have been released. All postsecondary institutions can void their originals, if they desire. The previously signed agreement will be honored by Docufide if a new agreement is not signed.

Although an institution does not have to use Docufide for the day-to-day transcript request, tracking and approval system, please note that the Michigan College Access Portal (MichiganCAP) project utilizes the Docufide e-Transcript service. Students and alumni now have the option to initiate the transcript request from their school's Web site or through the portal. If your institution is not using Docufide to send day-to-day transcripts, students will not be able to send transcripts when applying for scholarships and transferring students will not be able to finalize the college admission process through the portal.

Secure Transcript Service Agreement
The Secure Transcript service agreement is for those institutions wishing to use Docufide's service for day-to-day sending of electronic transcripts. This agreement is now available and will be supplied when you submit your interest in participating as a sender to MIetranscript@docufide.com. Include the name, title, phone number and e-mail address of your primary contact, along with the name of your student information system. If choosing to void your original service agreement, please sign this new agreement and fax back to Docufide by September 31, 2010.

Repository Service Agreement
The repository service agreement is for the compliance with the federal data requirement of sending portions of student's academic records to the state's data repository. As a reminder, all public community colleges and universities are required to submit student academic record data to the repository. The repository service agreement is now available on the CEPI e-Transcript Web site at www.michigan.gov/cepi, click on the blue "e-Transcripts" tab at the left and then click on the "Repository Service Agreement" link within the Postsecondary Institutions box. You can also acquire the new service agreement by e-mailing your request to MIetranscript@docufide.com. If you choose to void your original service agreement, please sign this new agreement and fax back to Docufide by September 30, 2010.

CEPI, a postsecondary workgroup and Docufide have been working closely together to address the data elements for collection and the file upload format for the repository. The data elements for upload appear in a supplemental document to the repository contract, found on the "Data Elements for Repository" link on the e-Transcript site.

We appreciate all the feedback on the data elements and extend a sincere "thank you" to our workgroup members for their time and expertise. More details regarding the Michigan e-Transcript Initiative, the sending services and answers to frequently asked questions (FAQs), are available on the CEPI Web site at www.michigan.gov/cepi.

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Sent 10/27/10 to the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) membership

SUBJECT: Important MACRAO Message -- Michigan's Post Secondary Data Repository UPDATE

Dear MACRAO Membership,

The MACRAO Executive Committee is pleased to report that the Center for Educational Performance and Information (CEPI) and Docufide have created an addendum to the Repository Contract. CEPI's willingness to listen and MACRAO's ability to collaborate is another example of how the two organizations can work together to make a difference! A tremendous thank you to everyone involved.

I have been asked to send out the following update to help facilitate the conversation between CEPI and our membership:

> *Based on feedback received, CEPI and Docufide, Inc. have created an addendum to the repository service agreement for postsecondary institutions. To obtain a copy, the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) has offered to distribute the service agreement on behalf of CEPI. You can also obtain a copy on the CEPI Website by going to www.michigan.gov/cepi, clicking on the blue e-Transcripts tab at the left and then clicking on the Repository Service Agreement link. If you or a representative from your institution had already signed the previous repository service agreement, there is no need to sign this one. If choosing to sign this version, please do so by Monday, November 1, 2010.*

> *If you have questions, please contact Dr. Melissa Bisson at bissonm@michigan.gov or 517-335-3061. For Docufide, please email questions to MIetranscript@docufide.com.*

A copy of the Postsecondary Repository Service with Addendum is attached for your convenience.

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Sent 3/15/11 to Registrars of Michigan universities, community colleges and independent colleges participating in the STARR collection

SUBJECT: IHE Webpage

The Institutions of Higher Education (IHE) Webpage is now available on the CEPI Web site at: http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html. This page contains information on the Student Transcript and Academic Record Repository (STARR) application, which is the means for authorized staff members at IHEs to submit portions of students' academic records to the State of Michigan for meeting the requirements under the American Recovery and Reinvestment Act. The STARR application will be open from **May 9, 2011 through May 31, 2011.** Please use the following deadlines and actions to prepare for and complete the IHE Student Academic Record Data Collection via the STARR application.

By April 2011, you should:
1. Obtain a STARR application security agreement from the IHE Webpage.
   - This security form is to be completed by the Registrar for the individual who is to receive primary authorized user access to the STARR application.
   - It is recommended that the primary user be the person uploading the files, such as the Registrar or an individual involved in the technology group.
   - Once secure access is granted to the STARR application, the primary user has the ability to add

and delete users in the system.
- It is highly recommended that the primary user add at least one back-up user for the STARR application within the system.
2. Review documentation on the IHE Webpage such as the XML schema, XML validation guide, timeline, data elements and frequently asked questions.
3. Create the XML file(s) for upload to the STARR application and ensure that it meets the XML schema specifications (using CEPI's provided schema, sample schema and XML Validation Guide).
4. Determine if your IHE needs additional assistance creating the XML file. IHE partners created an open source CSV to XML data conversion tool specifically for the STARR application.

By May 31, 2011, you should:
1. Upload the XML file(s) to the STARR application for all enrolled, registered or withdrawn students (i.e., something will print on the official transcript for the student for the term) for all terms ending between June 2009 and May 2011.

Support
Please visit the IHE Web page for the most up-to-date information. If you have any questions, please send an e-mail message to CEPI customer support at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension) and school name along with your message. To pose a question or start a discussion with other IHEs, the STARR ListServ is available on the IHE Webpage.

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